

**MINUTES OF SUTTON CHENEY PARISH HR COMMITTEE MEETING HELD ON WEDNESDAY 20th NOVEMBER 2019 AT CADEBY VILLAGE HALL, MAIN STREET, CADEBY**

**Parish Councillors Present**:

Sarah Roberts (Chair) Ambrose Long

Linda Mayne

**In Attendance**

Joanne Lowe (Parish Clerk)

**ELECTION OF CHAIRMAN**

17/19 One was nomination was received and it was unanimously resolved to elect Cllr Roberts as Chairman for the HR Committee for 2019-2020.

**APOLOGIES**

18/19 None received

**DECLARATIONS OF INTEREST PECUNIARY AND NON-PECUNIARY**

19/19 The Committee unanimously agreed to adopt the HR Committee minutes from the HR Committee meeting held on 27th February 2019

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**PREVIOUS MINUTES**

20/19 It was resolved to adopt the minutes from the HR Committee meeting held on 10th April 2019 following a vote with 2 votes in support and 1 abstention.

**BETTER COMMUNICATION**

21/19 It was discussed how communication can be improved between Councillors and the Clerk, with suggestions including the purchase of a screen to project meeting papers to all and the further promotion of information via social media. A screen and projector to be trialled during January and February 2020 meetings.

**WORKLOAD MANAGEMENT**

22/19 It was discussed what strategies could be implemented to assist with the Clerk’s workload. It was suggested that the Clerk purchase a phone with internet to separate home and work calls. There should also be information regarding the Clerks working hours on the website as well as an out of office message on emails.

**EXCLUSION OF PUBLIC AND PRESS (PUBLIC BODIES ADMISSION TO MEETINGS ACT 1960)**

23/19 It was unanimously agreed to exclude the public and press to discuss items due to their confidential nature.

24/19 It was noted the objectives within the Clerks appraisal undertaken in 2019

25/19 It was noted the date of the next appraisal process during 2020

26/19 It was unanimously agreed to permanently set the Clerks working hours.

Meeting finished at 21:35.

Signed: Dated: